GRADUATE THEOLOGICAL UNION
MASTER OF ARTS
MEETING CHECKLIST for ADVISORS

Student: ____________________________  Advisor: ___________________________________
Area of Concentration: ____________________________

The advisor should fill out each semester as the student progresses through the program.

Initial meeting with student  Date completed: ________________
- Discuss the student's program goals.
- Explain the program.
- Explain the "GTU Common MA Program Checklist" and give the student a copy.
- Provide a suggested timeline that is needed to complete program requirements
- Discuss the student's plans for fulfilling the foreign language requirement.

Second semester planning meeting with student  Date completed: ________________
- Review “GTU Common MA Program Checklist” and update
- Establish a concrete plan for completing the foreign language requirement.
- Discuss the student's plans for formulating the Thesis topic and proposal.

Third semester meeting with student  Date completed: ________________
- Review “GTU Common MA Program Checklist” and update.
- Remind the student of important deadlines for paperwork:
  - “Intent to Graduate” due Jan 15 for Spring graduation, Sept 1 for Fall graduation
  - “Thesis Proposal” and “Oral Exam Committee Request for MA Students in Biblical Languages” due 90 days before date of defense or oral exam.
- Ensure that the student is on track with Thesis research and topic formulation.
- Ensure that the student will fulfill the foreign language requirement by the end of the third semester, or has a coherent plan for fulfilling the requirement. (**Important: neither the “Thesis Proposal” or “Oral Exam Committee Request for MA Students in Biblical Languages” forms will be accepted without foreign language certification.**)
- Ensure that the student will have a thesis proposal and committee and topic by the end of the third semester or has a workable timetable for development.

Fourth semester meeting with student  Date completed: ________________
- Review “GTU Common MA Program Checklist” and update. (At this time it ought to go to the MA Program Coordinator in the GTU Dean’s office).
- Check that the “Thesis Proposal” or “Oral Exam Committee Request for MA Students in Biblical Languages” is completed and that the proposed proposal and committee meets the requirements stipulated on the form.
- Check that foreign language requirement has been fulfilled.
- Check that the thesis proposal has been approved and all committee members are informed and notified of progress.

Updated 7/18/13